



## CHESTERFIELD COUNTY ADMINISTRATIVE POLICIES AND PROCEDURES

**Department:** Human Resource Management

**Policy Number:** 6-7

**Subject:** Employment Policy

**Supersedes:** 07/01/04

**Date Issued:** 07/01/05

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### I. INTRODUCTION

This administrative procedure provides a recruitment and selection program that promotes Equal Employment Opportunity for all applicants and provides departments with highly qualified applicants in a timely manner.

These procedures govern the filling of all positions within County Government. All full-time vacancies will be advertised externally to ensure equal opportunities, except for emergency situations, or to avoid a reduction-in-force due to the elimination of position funding, as approved in writing by the County Administrator. In special circumstances, the Director of HRM may approve voluntary demotions or positions being advertised internally if a need exists, but a vacant position is not available.

For information on criteria required to reinstate a former employee, refer to Chesterfield County Personnel Policies section 3-10.

### II. DEFINITIONS

- A. **Closing Date** – The last day an application will be accepted for consideration for a vacancy. No applications will be accepted after the closing date unless the announced period is extended or readvertised.
- B. **Career Opportunities Listing** – A listing of current vacancies, published by Human Resource Management (HRM).
- C. **Recruitment Process** – Procedures followed to fill a vacant position.
- D. **Selection Packet** – The documents returned by the department indicating the candidate selected for the position. The packet includes a completed Interview/Selection Form, Interview Evaluations, Reference Check Forms, all applications, and all other supporting documentation.
- E. **Vacant Position** – An unfilled position or one for which the supervisor has received notification of resignation.
- F. **Veteran** – Any person who has received an honorable discharge and has (1) provided more than 180 consecutive days of full-time, active-duty service in the armed forces of the United States or reserve components thereof, including the National Guard, or (2) has a service-connected disability rating fixed by the United States Department of Veterans Affairs.
- G. **Pre-employment Drug Testing** – This procedure is required for all candidates who have received a tentative offer for a full-time position, a part-time safety sensitive, financial or security position or any position for which a Commercial Drivers License (CDL) is required. No selection can be effective until final negative drug screen results are received by HRM. Refer to administrative procedure 6-19, Alcohol and Substance Abuse policy, for further information.

### III. FORMS

The following forms are automated and available on the HRM Intranet site. Where possible, these forms can be completed on-line and sent to HRM via GroupWise.

- A. **Employment Application** – An employment application is required of all applicants interested in County employment. Applications must be received no later than 5:00 p.m. on the specified closing date. Resumes are accepted only as a supplement to the County application.
- B. **Hiring/Vacancy Listing Schedule** – This document contains deadlines for personnel requisitions to be submitted to HRM for advertising positions and the deadlines for submitting new hire paperwork for orientation for new employees.
- C. **Interview Evaluation** – This form is completed by the department on each candidate interviewed and is used to provide documentation of the selection decision.
- D. **Interview/Selection Form** – This form is used to summarize all interviews and identifies the selected candidate.
- E. **Personnel Requisition** – This form is used to initiate recruitment as well as provide advertising instructions.
- F. **Previous Employment Form** – This form is used to document any positive drug tests or refusal to test, within the past two years, if the individual was employed in a position requiring a Commercial Driver's License (CDL). HRM initiates the processing of this form. The form must be completed before the candidate for a CDL position can perform safety sensitive duties. For a sample copy, contact HRM.
- G. **Readvertisement and Republication Requisition** – This form is completed by the department to initiate the readvertisement of a position that has not been filled.
- H. **Reference Check Form** – This form is used by the department to document employment references of the top candidate(s) for the position. When an applicant has requested that a particular employer not be contacted, permission from the applicant should be obtained prior to contacting such employers.
- I. **Screening Information Form** – This form is used by the department to document the criteria used to screen applications.
- J. **Tracking Form** – This form is signed and dated by the department representative when original applications are picked up from HRM.

#### IV. PROCEDURES

- A. **Recruitment**
  - 1. The department initiates the recruitment process by completing and sending a Personnel Requisition to HRM. The Personnel Requisition identifies a vacancy by the position number and must be signed by the department director/office administrator or authorized staff.
  - 2. To permit a timely response, all Personnel Requisitions must be submitted to HRM no later than 5:00 p.m. Tuesday, prior to the next listing date.
  - 3. All vacancies will be included in the Career Opportunities Listing, which is widely distributed for maximum circulation and posted on the County Internet website.
  - 4. All job advertisements and publications are effective for two weeks, unless the department requests otherwise on the Personnel Requisition. If a department requests that a position be advertised in professional journals, a longer advertising period should be designated. When the applicant pool is not suitable, the department may return the applications to HRM and submit a Readvertisement and Republication Requisition to extend the advertising period.
  - 5. HRM will charge departments for costs associated with media advertisements through the automated Interdepartmental Transfer (IDT) System. Submission of a Personnel Requisition to HRM will serve as authorization to charge the department for advertising

expenses. HRM will notify the department of the amount of the charge prior to generating the billing. Charges will be entered by HRM to the General Ledger.

**B. Application Screening and Distribution**

1. HRM will review all applications immediately following the closing date and screen applications for mandatory requirements (i.e., CDL License, applicant signature).
2. HRM will complete its preliminary review of applications within one working day of the closing date and will contact the department as soon as the applications are available.
3. The department's authorized designee will be responsible for picking up applications in person at HRM and returning them to that office. The department representative signs a Tracking Form indicating possession of all original applications.

**C. Interviewing**

1. The department director/office administrator or designated staff has the final authority for interviewing and selecting candidates for interviews. HRM staff will assist departments with additional application screening upon request.
2. Consistent with the requirements of the Va. Code § 15.2-1509, a veteran's military service shall be taken into consideration by the hiring department during the interview and selection process, provided that such veteran meets all of the knowledge, skill, and ability requirements for the position. Additional consideration shall also be given to veterans who have a service-connected disability rating fixed by the United States Veterans Administration.
3. Interview questions for all candidates must be consistent and job related. When returning the Interview/Selection Form, departments are encouraged to submit interview questions that were used for each interview.
4. The use of pre-employment tests should be considered carefully. HRM shall approve the use of pre-employment tests.
5. Scheduled interviews must be noted on the Interview/Selection Form, along with the detailed information on the outcome of the interview. If applicants withdraw from consideration, the reason should be noted in the comment section of the form.
6. If the position requires a DMV record check, HRM will conduct the check and screen the applicant's driving record in accordance with Risk Management Policy #13-1. The DMV check will only be conducted on the top applicant for a position prior to the hiring department making a job offer. Departments must notify HRM to conduct the DMV check and allow 24 hours for processing.

After the initial screening has been conducted, a hiring department may request DMV checks on all candidates being considered for an interview with written justification. This request must be sent, in writing/e-mail, to the Assistant Director of HRM or the Employment Coordinator for review.

Hiring departments will not be provided with copies of an applicant's DMV record. HRM will inform hiring managers, via email, that the candidate has an "acceptable" or "unacceptable" driving record as defined by Risk Management Policy #13-1.

This policy shall not effect public safety departments that conduct their own DMV record checks so long as these record checks meet the minimum requirements of Policy #13-1.

7. An Interview Evaluation shall be completed to document each interview.
8. Reference Check Forms shall be completed on the most qualified candidate(s) being considered for selection. The interviewing supervisor should review the personnel file of an internal candidate. The personnel file can be obtained for review at HRM.

Previous Employment Forms are required and must be completed for all applicants for Commercial Driver's License (CDL) positions.

9. Salary, benefits and possible starting dates may be discussed during the interview process. However, no job offer or commitment, either verbal or written, should be made prior to completing interviews and evaluating all candidates.

**D. Selection**

1. Following a selection decision, the department will make an initial telephone offer and indicate acceptance of offer, salary and starting date on the Interview Selection Form. The Selection Packet, including all applications, the Interview Selection Form, Interview Evaluations, Screening Forms, Reference Check Forms, and all other supporting documentation must be returned to HRM the Monday prior to orientation. Incomplete documentation may delay hiring.
2. HRM will review the packet to ensure paperwork is complete, potential EEO, ADA or internal equity issues are addressed, and that the documentation is consistent with the selection recommendation. After the review, HRM will send the new employee the official offer letter within one business day and schedule them for orientation.
3. Departments may offer a candidate a salary in the first quartile (25%) of the position's range. If a department director/office administrator believes a salary higher than the first quartile of the range is necessary, written justification should be directed to HRM for approval prior to making the job offer. (HRM will provide a report to Deputy County Administrators biannually indicating new hires above the minimum for their division.) Requests above the midpoint require the County Administrator's approval.
4. New employee start dates shall coincide with the orientation dates listed on the Hiring Schedule, unless prior arrangements are made with HRM.
5. Testing of candidates for positions requiring pre-employment drug testing should be scheduled by the Monday before the orientation date to ensure results are received prior to the orientation/start date. Job offers are contingent upon prospective employees passing the drug test.
6. All new employees will be scheduled to attend employee orientation. This includes part-time or temporary employees that are hired into a full-time position.  
If advance approval is received from HRM, a full-time student whose attendance at orientation would require them to miss school, any temporary, part-time employee who works a second job and whose attendance would require them to miss work from the non-county job, or any part-time employee whose job has an anticipated duration of six months or less will not be required to follow the new employee orientation schedule. However, the hiring department will be responsible for ensuring that those employees complete all required new hire paperwork and receive all information and training covered during orientation within the first two months of employment.

**E. Exceptions to Policy**

1. Departments may be permitted to hire two or more candidates from the same pool of applicants if justification is provided and the subsequent vacancy occurs within six months of the original advertisement. The subsequent vacancy must be of the same classification and the request must be submitted to HRM in writing.
2. In order to increase the potential applicant pool, departments are encouraged to advertise part-time positions. However, under special/critical circumstances, departments may be permitted to fill temporary or part-time positions without advertising. Requests shall be submitted to HRM in writing.

3. In unique circumstances, HRM may approve hiring a part-time employee into a full-time position without advertising the position if the following criteria are met:
  - a. The employee has worked in the same job classification, performing the same duties as the full-time position for an extended period of time (a minimum of twelve months)
  - b. There are no other potential qualified candidates within the department
  - c. Funding for the full-time position has been approved
  - d. Written justification is provided and HRM approves the request due to the uniqueness of the circumstances and the technical skill level of the employee
4. To expedite the hiring process, all written requests may be sent to HRM through the county's e-mail system.

**F. Notification**

1. Once the review process is complete, HRM will send a letter confirming employment to all new full-time and part-time employees except when notified that a department will perform such function. HRM liaisons are responsible for providing written confirmation to anyone moving from part-time to full-time status. If desired, the department may notify temporary, transferring or promoted employees in writing/e-mail.
2. Once the hiring decision has been made, the hiring department should correspond with all candidates interviewed but not selected. Whenever feasible, the department should correspond with those who applied for the position, even if they were not granted an interview.

**G. Cancellation**

1. If it becomes necessary to cancel the recruitment process, the department shall notify HRM in writing through the County's e-mail system.
2. Once the decision to cancel has been made, the hiring department is responsible for notifying all applicants that recruitment for a designated position has been canceled.

**H. Transfers -** Departments are permitted to transfer employees into vacant positions under the following conditions.

1. The employee transferring must be employed in the same job classification (job title) and employment status (part-time/full-time).
2. Section I.9 of the Classification and Compensation Plan provides details on pay and merit date changes for transferred employees.